

Department of Corrections



Annual Report 2013

Howard County
Department of Corrections

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A Message from the County Executive

Dear Fellow Citizens of Howard County:

I am pleased to present the Howard County Department of Corrections' 2013 Annual Report. This report documents the activities and highlights new initiatives of the Department of Corrections.

The Department of Corrections is responsible for the operation of the Howard County Detention Center, the Central Booking Facility, and the Community Service Program and is charged with providing a safe and humane environment to those incarcerated. This is accomplished by good security and control of the inmates, meaningful treatment programs and assisting inmates with their reintegration back into the community.

The staff of the Department of Corrections and partnering agencies are dedicated professionals who, along with many committed volunteers, strive to make the Department one of the best correctional agencies in the State of Maryland. The Department has established a practice of implementing "best practices in the corrections profession. Also, the Department is utilizing evidence based programming strategies in preparing offenders for return to our community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ken Ulman', with a stylized, flowing script.

Ken Ulman
County Executive

A Letter from the Director

Dear Citizens:

The 2013 annual report is intended to show the many facets of the Department of Corrections operations. The highlight section of this report is of note because it focuses on the new efforts that were achieved in 2013.

The Howard County Detention Center and Central Booking Facility continue to be recognized as outstanding facilities due to the dedicated staff, volunteers, and other state and county agencies that augment Department services.

I wish to express my appreciation to everyone who has helped us to reach our goals of providing and maintaining a high level of security to protect the community and the inmate and at the same time, a balanced treatment program to assist the inmate when he or she is released back into the community after completing his/her sentence/commitment.

Sincerely,

A handwritten signature in cursive script that reads "Jack Kavanagh". The ink is dark and the signature is fluid, with a large initial "J" and a stylized "K".

Jack Kavanagh, Director
Department of Corrections

Mission Statement

The mission of the Department of Corrections is to protect the citizens of Howard County by providing a secure facility for legally confined persons; to provide for the safety of inmates and staff while maintaining a humane living and working environment; to provide a range of inmate services through medical and treatment programs; and to comply with all State of Maryland mandated standards.

Historical Overview

Howard County's original jail, in Ellicott City, opened in 1878. The Emory Street Jail was built to accommodate 12 inmates. In 1975, the Division of Corrections was established under former County Executive Edward Cochran. Gerald H. McClellan was appointed as the division's first Director of Corrections. Several years later, the Division of Corrections was established as a Department.

Due to overcrowding conditions and an antiquated facility, the Department of Corrections sought and received funding for the construction of a new Detention Center. The Howard County Detention Center, in Jessup, opened in 1983 with a rated capacity of 108 inmates and actually housed 63 inmates at opening; within five years, the inmate population had greatly exceeded its rated capacity. The Department of Corrections again sought and obtained funding for the expansion of the Detention Center. The expansion was completed in 1994 with a rated capacity of 361 inmates.

Construction began in 2003 to move the County's arrest and booking facility from the southern district police station to the Howard County Department of Corrections. On March 28, 2005 the Central Booking Facility opened at the Howard County Department of Corrections. The Central Booking Facility is responsible for the processing of all incoming adult arrestees and juvenile arrestees waived to adult jurisdiction in Howard County from various police agencies. Eighteen positions were added with the opening of the Central Booking Facility. Additionally, the District Court Commissioner's Office was opened on the site.

In 2009, the Department of Corrections assumed management responsibility for the Howard County Community Service Program. The Department contracted with the Serenity Center to operate the program. The program is entirely funded by a grant and service fees. This change saved the County approximately \$200,000.00 annually in operating costs.



Emory Street Jail

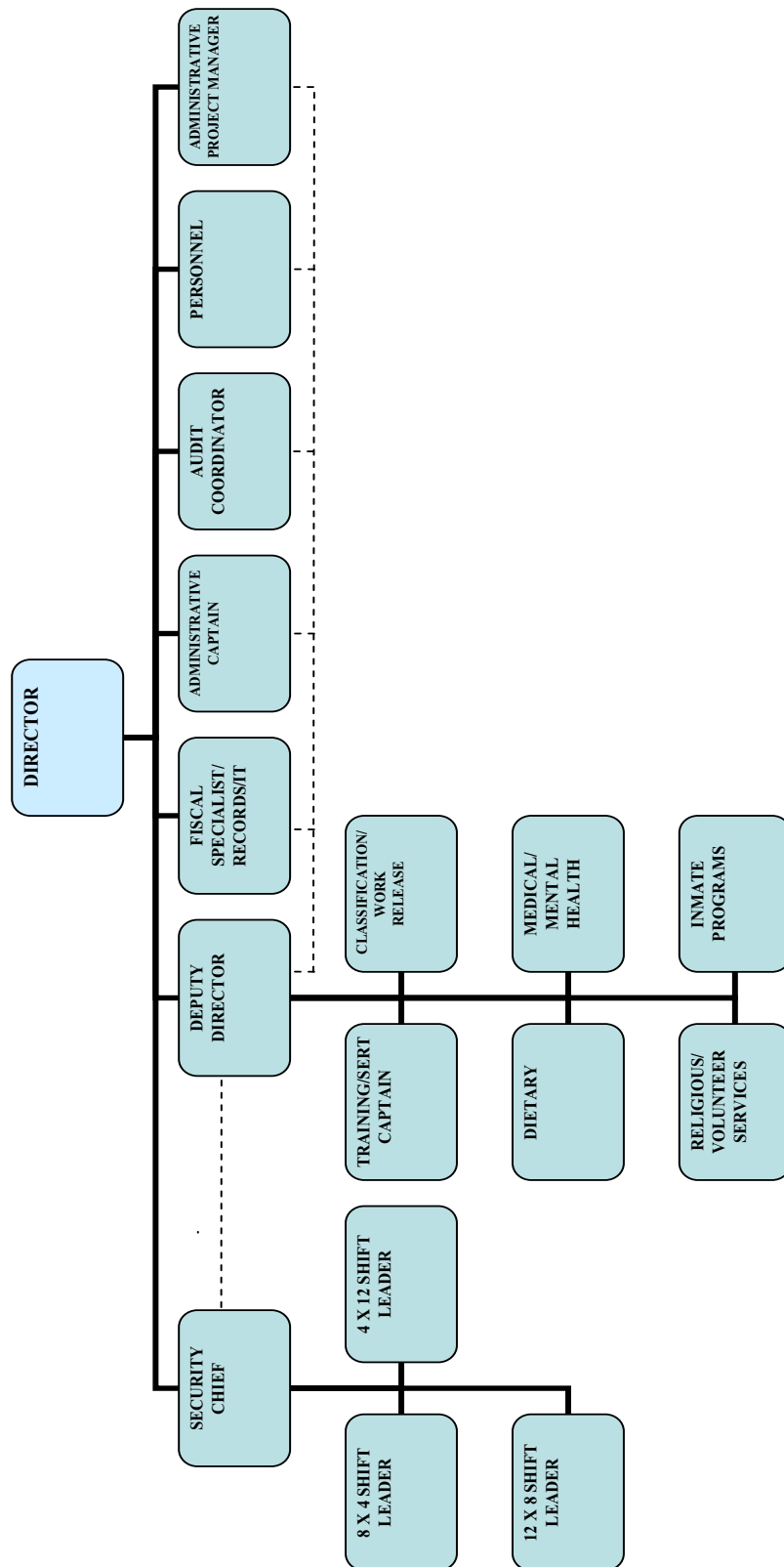


Howard County Detention Center



Central Booking Facility

Organizational Chart



2013 Highlights

SCAAP Grant

The Department of Corrections was awarded \$68,465 in grant funds from the U.S. Department of Justice for the State Criminal Alien Assistance Program (SCAAP). This program provides Federal assistance to states and localities that are incurring costs of incarcerating undocumented criminal aliens who have been convicted of a felony and as such these funds may be used for correctional purposes only

PREA Grant

The Department of Corrections was awarded \$53,379 in grant funds from the PREA Resource Center for training to implement the requirements of the federal Prison Rape Elimination Act.

Strengthening Families

The Strengthening Families Program (SFP) is a nationally and internationally recognized parenting and family strengthening program for high-risk and regular families. SFP is an evidence-based family skills training program found to significantly reduce problem behaviors, delinquency, and alcohol and drug abuse in children and to improve social competencies and school performance. Child maltreatment also decreases as parents strengthen bonds with their children and learn more effective parenting skills.

Report Writing Class

In a partnership with Howard Community College a 12 week report writing class was provided for correctional officers. The goal is to assist officers with their report writing skills.

LS/CMI Risk/Needs Assessment Instrument

The Department has identified a validated risk/needs assessment instrument. The instrument assess proxy/Level of Service Inventory (LSI) will identify risk of re-offending, needs of the offender to mitigate re-offending and lead to a case plan for services.

Thinking for a Change

Thinking for a Change (T4C) is an integrated,

cognitive behavioral change program for offenders that includes cognitive restructuring, social skills development, and development of problem solving skills. Thinking for a Change has been determined to be an evidence based program. The Department started the program as part of the mental health program and offered several sessions during 2013 with more than 30 inmates completing the program. Plans were underway at the end of 2013 to expand the number of trained facilitators and therefore expand capacity for the program.

Transition from Jail to the Community Initiative

The Department continued its work under the Transition from Jail to the Community initiative in 2013. There were several milestones worthy of mention.

- The Department attended a multi-site meeting of officials from participating jurisdictions throughout the country to learn of the successes, challenges and share strategies for implementing TJC. The Howard County team included partners from the Mental Health Authority as well as the Department of Public Safety and Correctional Services' Community Supervision Unit.
- The Department increased the capacity of the reentry services by first increasing one coordinator and then adding another part time. The Department was able to acquire grant funds through the Department of Labor and Licensing to cover some of the reentry costs.
- The Department reorganized its operations to fully incorporate reentry into its operations, re-establishing its work release unit into the work release and reentry unit.
- The Department had about eight staff and partners participate in the County's Bridges out of Poverty presentation in July 2013, thus seeking to align our reentry efforts within this county human service initiative. The reentry coordinator also attended training in the Getting Ahead program, and made plans to offer this program geared to ex-offenders in 2014.

- The Department began use of a proxy risk assessment tool and an assessment, the Level of Service-Case Management Inventory (LSCMI), to determine offenders' level of risk to re-offend and particular risk factors. This allows the Department to gear resources specifically to those who are returning to the community and who present higher levels of risk to re-offend, and therefore higher public safety risks. This strategy is part of evidence based decision making regarding offender programming.

MOSH Inspection

A MOSH inspection was conducted at Central Booking and the Detention Center with only minor problems noted. The MOSH inspector noted the Department's overall good record and was recommending that MOSH audits now be every other year. The MOSH inspector noted only two other County Detention Centers received such a recommendation.

GOCCP Grant

Howard County was one of three (3) counties selected (along with Washington and Wicomico) to fund 50% of a Re-entry Coordinator's position from October 1, 2013 to September 30, 2014.

Command Spanish for Correctional Officers

In a partnership with Howard Community College a Spanish class was provided to enhance the staff's ability to communicate with a growing Spanish speaking population.

Administration

Director

Jack Kavanagh joined the Department of Corrections as Deputy Director in January 2003 and was appointed Director in March 2008. Prior to his employment with Howard County, Mr. Kavanagh worked for the Maryland Division of Correction for 24 years where he served as a Deputy Commissioner, Assistant Commissioner, Assistant Warden and Warden at the Maryland Correctional Adjustment Center.



Jack Kavanagh, Director

The Director's Office is responsible for the management, supervision and operation of the Detention Center and the Central Booking Facility. This includes departmental budget preparation, procurement, and fiscal management, compliance with Maryland State Correctional Standards, development of Policies and Procedures, Internal Investigations, In-Service Training Programs, facility maintenance, the custody of inmates and the security of the facility. The Deputy Director and Security Chief assist the Director.

Deputy Director

Patricia Schupple joined the Department of Corrections in June 2004 as Program Supervisor and was appointed Deputy Director in March 2008. Prior to her employment with



*Patricia Schupple,
Deputy Director*

Howard County, Ms. Schupple worked for the Maryland Division of Correction where she served as a Deputy Commissioner, Assistant Commissioner, and Warden at the Maryland Correctional Institution for Women.

The Deputy Director's responsibilities include Classification, Community Programs, Dietary, Addiction Services, Medical and Mental Health Services, Educational Services, Religious, and Volunteer Programs, Policies and Procedures, Standards, Training and Honor Guard.

Security Chief

Edward Scott joined the Department of Corrections in September 1994 as a correctional officer and rose to the rank of captain before being appointed Security Chief in February 2013.

Prior to his employment with Howard County, Mr. Scott worked for the Maryland Division of Correction and served 10 years in the Army.



*Edward Scott,
Security Chief*

The Security Chief is responsible for maintaining the overall security and control of the Detention Center and the Booking Facility, ensuring safe and secure facilities for inmates, staff and visitors. His areas of responsibility include security and control, conducting investigation of critical incidents, emergency preparedness and response planning, documentation and reporting gang members and serves as our liaison to law enforcement partners.

Administrative Office



Back Row: Dave Metz, Cheryl Benfer, Niccole Branch, Dorothy McClellan, Mark McNeill Front Row: Beverly Dimler, Renea Somerville, Diana Pettit

Audit Compliance and Inmate Grievance Office

The Audit Compliance Officer is responsible for monitoring compliance with various required state and national standards, as well as coordinating internal audits from time-to-time. The PREA (Prison Rape Elimination Act) standards were finalized in May 2012. All maintaining/detaining facilities nationwide had until August 1, 2013 to come into compliance. This was not an easy task, but overall it has been accomplished. As a result of this mandate by the Department of Justice, HCDC applied for and received a grant that allowed us to attend additional training and hire an assistant to work with developing policies, needed forms/documents and the overall monitoring of compliance with the PREA standards. The annual Immigration & Customs Enforcement audit was held in August of 2013. The audit was done by the Nakamoto Group and their final report was very favorable. In November HCDC conducted our annual Security Audit with assistance from other nearby County agencies and the Department of Public Safety & Correctional Services. Minor flaws were detected and an action plan was put into place to correct them. The Audit Coordinator serves as the Grievance Coordinator. The Inmate Grievance program is intended for use by the inmate population to resolve problems and concerns at the lowest level

possible and to ensure that the inmates have unfettered communications with mid and upper level managers and administrators. During calendar year 2013 there were over 600 inmate grievances processed. The Audit Coordinator is also the Records Retention Manager, overseeing retention and disposal of Inmate records, Medical Records, Detention Center Forms, External Audit reports and many others.

Administrative Project Manager

Among the responsibilities are chair for the disciplinary board, litigation coordinator, custodian of records, sex offender registration liaison, victim witness liaison, backup audit coordinator, and other miscellaneous special projects.

The Victim Witness Notification Program is administered through the Administrative Project Manager who works with the States Attorney's Office to notify victims and witnesses of offender releases, including participation on work release. It should be noted that the County's Victim Information Notification Everyday (VINE) service was the first in the state to provide 24-hour access to inmate information.

There were a total of 852 disciplinary hearings held in 2013. This is an 8% increase from 2012.

Administrative Records and Budget

Employees of the Administrative Records Section prepare the department's operating budget, monitor expenditures, procure and remit payment for all purchases necessary to operate the Department, collect revenues, maintain inmate work release accounting, collect and monitor weekender lodging fees, compute inmate release dates, maintain inactive inmate records, and administer the com-

puter network and the automated corrections management system.

The approved fiscal year 2014 Department of Corrections operating budget is \$15,621,589. It is anticipated that the Detention Center will have generated over \$2,800,000 in revenues during fiscal year 2014 as follows:

<i>Boarding of BICE detainees</i>	<i>..\$2,300,000</i>
<i>Boarding of U.S Marshal detainees . . .</i>	<i>..\$65,000</i>
<i>HB474 - State Reimbursement for Locally Sentenced Inmates</i>	<i>..\$25,000</i>
<i>State Reimbursement for State Sentenced Inmates</i>	<i>..\$60,000</i>
<i>Work Release Fee</i>	<i>..\$35,000</i>
<i>Weekender Fee</i>	<i>..\$40,000</i>
<i>Inmate Medical Fee</i>	<i>..\$5,000</i>
<i>Commissary/Vending Commissions</i>	<i>..\$130,000</i>
<i>Telephone Commissions</i>	<i>..\$145,000</i>

• Records

Responsibilities in the Records area of this section include calculating the release date for all sentenced inmates ensuring that all eligible confinement and court credits are applied, maintaining in-active inmate base files, conducting court ordered expungements, and disseminating information to various law enforcement agencies, courts, attorneys, other correctional facilities, criminal justice agencies, and the general public. In 2013, the records area expanded their duties and responsibilities that include technical supervision of the department's commitment office. This includes conducting audits of the Computerized Jail management system (JMS) and base file records to ensure JMS entries are complete and accurate and that base files are in order. JMS is the official site for most inmate related information, most essentially, demographic information, court information,

arrest and commitment information, case status, inmate status, etc. information, which is disseminated to other criminal justice agencies , the public, The Victim Notification systems, (VINES) relies on the accuracy of data collected and entered .

• Information Systems

Information Systems is responsible for maintaining, supporting and coordinating all computer related operations for the Detention Center and the Central Booking Facility. This includes managing the Jail Management System, systems administration for several databases being utilized by the Detention Center, maintaining and installing all software and hardware, installing and monitoring the performance of network servers located in the Department and providing staff with necessary training.

Staffing

During 2013, the Howard County Department of Corrections maintained a staffing level of 148 employees:

4	Administration
131	Uniformed Security/Dietary Staff
8	Administrative Support
5	Classification & Community Programs

Central Booking Facility

The Department opened the Central Booking Facility in March 2005. At that time, the responsibility for booking arrestees transferred from the Police Department to the Department of Corrections.

The Central Booking Facility is responsible for the processing of all incoming adult arrestees and juvenile arrestees waived to adult jurisdiction in Howard County from various police agencies to include the Howard County Police Department, The

Maryland State Police, The Department of Natural Resources Police Department, the Howard County Sheriff's Department and the Maryland Transportation Authority Police. All arrestees are searched, fingerprinted, photographed and processed prior to being seen by a District Court Commissioner for an initial hearing.

In 2013 4,202 adult arrestees were processed in the County. All arrestees are fingerprinted using live scan technology. These images are sent electronically to the Criminal Justice Information System (CJIS), where the fingerprints are used to identify the arrestee. The arrestee's photograph is captured using digital technology and stored for identification purposes.

The Central Booking Facility is designed with a separate District Court Commissioner's Office attached. The Booking Facility has sections to separately accommodate men and women arrestees that include both cells and holding areas. There are two (2) suicide precaution cells for arrestees. Additional rooms include a control center, interview, photograph and fingerprint, biographical information, work area, property, decontamination, search, supervisor's office, bathrooms, computer server, employee break area and initial hearing rooms.

Custody and Control

It is the primary responsibility of the Howard County Department of Corrections to provide for the supervision, safety and control of inmates, 24 hours a day, seven days a week in both the Detention Center and Booking Facility. The Department staffs three eight-hour shifts each day. A Correctional Captain supervises each shift. Members of the security staff supervise and control inmates, process the intake and release of inmates, conduct rounds, counts and searches, supervise inmate movement, monitor visits and respond to all emergencies within both facilities. The security staff works closely with medical and mental health staff to identify and

refer inmates in need of health and mental health care.

Security staff also works with the community programs section conducting surveillance of work release inmates while in the community

Total Detention Center Inmate

Admissions3,647

Total Detention Center Inmates

Released 3,642

Random Urinalysis74 out of 533 tested were positive

Newly Incarcerated/Court Ordered Urinalysis439 out of 1,209 tested were positive

Training

The Training Department is responsible for a variety of functions within the Department. In addition to providing training to staff members to meet and surpass the requirements of the Maryland Police and Correctional Training Commissions (MPCTC), the Training Captain is responsible for: Background Investigations, Research & Development, Firearms Training/ Armory Security, Supervision/Coordination of Honor Guard Details, Special Emergency Response Team, and Hostage Negotiation.

In keeping with our Department's motto, "One Team, One Mission", the Training Department continued to provide creative and innovative training. 'Pre-service' as well as 'in-service' training in a variety of subjects (i.e., First Aid/CPR/AED, Security Threat Group [STG], Suicide Prevention/ Mental Health, Use of Force, Use of Restraints, Urinalysis Testing, Prison Rape Elimination Act [PREA], Blood borne Pathogens and other communicable diseases (MRSA), Firearms, Radio usage and Etiquette, and a host of other subjects) were provided to our security staff as well as our support staff. Orientation training is also provided to volunteers and outside agency staff working with the Department to expose them to

the culture and climate of the Department, as well as the rules.

In order to retain certification from the Maryland Police and Correctional Training Commissions, each certified correctional officer, dietary correctional officer, and correctional specialist receive 18 hours of in-service training.

• **Honor Guard**

In May 2013, the Honor Guard had the repeated honor of participating in the annual Fallen Heroes Ceremony at Dulaney Valley Memorial Gardens. Members of the Honor Guard are Sergeant Kevin Jones, Corporals Bernard Freeman and Jeffrey Ennals, and Officers Rosa Savage and Hope Ward. The Honor Guard consistently performs with diligence, precision and poise.

• **Special Emergency Response Team (SERT)**

The Special Emergency Response Team (SERT) is comprised of volunteer security staff members selected from each of the three shifts. They train to remain prepared to deal with a variety of emergencies (i.e., fire and smoke, medical, riot, cell extractions of unruly inmates, etc). SERT members undergo eight hours of orientation along with additional training in specialized areas including, but not limited to, defensive tactics, cell extractions, evacuations, OC spray, and the use of the new Smoke/Fire Hoods. SERT members begin each training session with an extensive exercise regimen.

• **Firearms**

All uniformed staff are required to qualify with the designated firearm on an annual basis. Firearms instructors provided numerous hours of firearms training that included a “reduced-light” course of fire. Department security staff utilized special goggles that sim-

ulate low-light (night) conditions during range firing. Range instructors are Captain Greene, Sergeants Mercer and Willis, Corporal Freeman and Officer Coombs.

• **Background Investigations**

In order to select and maintain quality personnel, and adhere to MPCTC requirements thorough background investigations are conducted upon each applicant to our agency. By establishing contacts with applicants’ personal, professional, and employment references, each applicant is carefully screened, therefore providing the best qualified staff and volunteers available for the Department.

• **Armory**

The armory is maintained and controlled by the Training Captain and is comprised of long arms, side arms, and specialized ‘less than lethal’ weapons. Each month, the armory’s inventory and environment are inspected for accuracy and safe storage of all equipment. Additionally, ammunition and weapons are rotated between the armory and Main Control every (6) six months to ensure safety and effectiveness of all weapons.

• **Emergency Preparedness**

Emergency plans, presented within the Department’s policies and procedures, have been enhanced to allow for more efficient use of the Department’s Emergency Operations Center. The training department has designed training to reinforce emergency response through a variety of potential threats. By employing role play and table top exercises, staff perform essential duties during scenario driven training and experience what is required during an actual emergency.

Representatives from each shift received training that enables them to design emergency scenarios and provide constructive feedback to participants in a tabletop or mock disaster event.

In addition, the Department played a major role in a number of county emergency preparedness operations, being prepared to provide food and supply services in accordance with our emergency service function (ESF). On several occasions the Department was placed on alert for potential use of our Work Release Housing Unit (Hendricks Hall), which is designated as an emergency community shelter. The Detention Center coordinated with the Department of Citizen Services throughout the year to ensure we remain ready to support shelter services.

Classification/Community Programs



*Back Row: Darlene Jolly, Pamela Sorensen
Front Row: Mary Colliver, Debra Brown,
Andre McNinis - Classification/
Community Programs Staff*

One supervisor and four counselors staff the classification/community programs unit.

• Classification

Classification staff contribute to the overall security of the institution by properly screening and housing inmates according to risk, determining job and program assignments and addressing concerns of pre trial and sentenced inmates. Factors considered in housing and other assignments include current charges, sentence, charges in other jurisdictions, escape risk, and past adjustment at the Detention Center. Classification counselors interview all newly incarcerated inmates to determine their security level and housing

assignment. They conduct a brief orientation (in addition to the orientation video reviewed by the inmate) and discuss the individual's incarceration and any special needs and skills.

As part of the Transition from Jail to Community (TJC) initiative, at intake, all inmates are asked a series of questions to pre-screen offenders to separate out those inmates who pose a low risk to reoffend. The remaining inmates will have a risk and assessment tool, the Level of Service/Case Management Inventory (LS/CMI) completed by Classification staff to provide information used in formatting and establishing a case management plan for the individual inmate. Initially, the LS/CMI is being completed on sentenced offenders.

Classification also is responsible for a number of reviews and activities which support the safety mission of the agency. Staff assign inmates to institutional jobs, evaluate and refer inmates to specific programs, and work with inmates who have special needs or problems. Inmates are evaluated shortly after reception to the facility or when sentenced to a period of incarceration to the Howard County Detention Center and thereafter as recommended. Additionally, inmates assigned to special management unit or on disciplinary or administrative segregation are reviewed periodically. As needed, the staff assist inmates in locating transitional programs working in conjunction with other program staff. Classification staff assist in addressing concerns of both inmate families and members of the public.

• Community Programs

To better align with the Transition from Jail to Community (TJC) initiative, the Work Release Program and the Reentry Program are now both under our Community Programs department at the Detention Center. There is one supervisor, two work release counselors, and two reentry coordina-

tors working with offenders to prepare for their release.

The Work Release Program assists inmates with their transition back into the workforce in preparation for their eventual release from confinement. An important component of this program is the responsibility placed on the participant for “paying back”. Inmates participating in the Work Release Program currently pay the county \$15.00 per day for room and board. Additionally, the Detention Center collects money from inmates participating in work release owed for court ordered restitution. During 2013, approximately \$2800.00 in restitution was collected from inmates and paid to the Department of Public Safety and Correctional Services Community Supervision. The Work Release Program permits court ordered and/or approved inmates to maintain gainful employment in the community while serving their sentences. An inmate’s placement in this program may be ordered directly by the courts or may be at the recommendation of the Detention Center. Personnel in the Work Release section ensure that the policies and procedures, rules and regulations of the Work Release Program are strictly adhered to. Staff members closely supervise inmates participating in this program through a series of job checks, documentation review and surveillance, which may also be performed by custody staff. In addition the Department utilizes GPS tracking technology to monitor selected participants in the work release program.

Average daily number of inmates on work release7

Number of inmates placed on Work Release53

Number of inmates removed from Work Release4

Reasons
Walk-offs0
Institutional Infractions2
Drug/Alcohol Violations1

Out of Bounds0
Weapon1

Number of documented job/employer checks634
(These include on-site job checks surveillance, time and attendance verification through payroll, and telephone job checks)

Dietary

Inmate food service is provided by a total of six staff, which includes one supervisor and five dietary correctional officers. The staff is



Kim Drennon, Veronica Johnson, Marshall Hall, Louise Martin and Emma Anthony - Dietary Staff

responsible

for preparing three meals a day for inmates and for providing one meal for staff.

Ordering of food supplies, maintaining sanitation, and preparing special diets as directed by the medical department while complying with all Health Department inspections are also part of the daily routine of Food Service staff. A Registered Dietician approves menus annually.

Meals Prepared FY'13373,980

Average Cost of Meals Per Day FY '13\$4.92

Medical Services

The Detention Center provides medical, dental, and mental health care from the time of admission, throughout the period of incarceration, until release. The medical department is managed by a professional healthcare contractor. Skilled medical staff provide on-site quality care and services including: initial intake medical



Seated: Dr. Yves Piquion. Standing: Anthonia Udemba, Liane West, Karen Alban, Brittani Chandler - Medical Staff

screenings, physical exams, mental health screening and counseling, routine sick call, 24 hour emergency services, radiology

services, dental exams, ophthalmology services, and chronic care clinics. Inmates are charged a \$4.00 co-pay fee for sick call services in accordance with Correctional Services, Section 11-203(c) of the Annotated Code of Maryland. The intent of this co-pay is not so much to generate revenue but to deter frivolous requests for sick call. Sick call services are provided to all inmates who request service, regardless of their ability to pay. The FY2014 anticipated medical fee revenue is \$5,000.00.

Clinic Visits (includes MD,PA/NP, and nurse)10,433

Mental Health Visits2,431

Dental Visits473

A provider network has been established in the community to provide comprehensive specialty services that the Detention Center Medical Department is unable to provide onsite. These services range from specialized testing and advanced radiological study services to specialists within the medical field.

An important component of the medical services is continuity of care. Inmates who are released or transferred to other jurisdictions receive medical information and referrals to promote continued care. In addition, inmates leaving the facility are provided a limited supply of medication. Those inmates who have psychiatric prescriptions and have been incarcerated for at least 60 days receive a 30 day

supply/prescription script combination to bridge their ability to be seen by a psychiatric provider.

Collabrative & Community Programs

The Department of Corrections recognizes the importance of services provided by volunteers and its partnerships with outside agencies. With the assistance and dedication of these providers, inmates can receive many services which would not ordinarily be available. Through these programs, inmates are afforded the opportunity to leave the Detention Center better prepared to re-enter their communities as productive citizens.

• GED/Adult Education Services

For the period beginning January 1, 2013, and ending December 31, 2013, Howard Community College (HCC) in a partnership with Howard County Detention Center (HCDC) supplied and provided



Diane Thomas

funding for one Adult Basic Education instructor who provided classroom instruction for both male and female inmates who indicated that they did not have a high school diploma. Instruction was also provided for some who have diplomas but demonstrated that they would benefit from basic skills instruction. The Detention Center provided classroom space, computers, student supplies, and shared the cost of textbooks with HCC. The Detention Center also funded the cost of ten hours spent by the classroom teacher for recruitment of new students for each new session.

The Adult Basic Education Class provided

instruction for students who demonstrated a wide range of skill levels. Each student at the time of registration completed assessments approved by the Maryland State Department of Labor, Licensing, and Regulation and teacher-designed inventories to enable the instructor to plan not only teacher-directed whole class lessons but also individualized lessons corresponding to the skill levels of each student in the areas of reading, writing, and math. Student progress was monitored through periodic administration of pre- and post-tests. In addition to traditional classroom instruction, twice weekly a computer technology specialist assisted as students used computer software programs designed to help students reinforce academic skills. Also, students learned basic computer literacy while using these computers.

For this reporting period, six (6) sessions were made available to inmates. Classes met five half-days each week for six-week sessions, offering 70 hours of instruction each session for a yearly total of 420 hours.

A total of 62 students were served in the Adult Basic Education Program: 52 men and 10 women. If a student remained in the facility after completing one session, he or she was permitted to continue and was enrolled in the next session, providing the student was making reasonable progress toward his or her educational goals. Of the 62 students served, 21 attended more than one session.

Inmates qualifying to take the GED Test were transported to the Ordinance Road Correctional Center in Anne Arundel County for test administration. Adult Basic Education students wishing to take the GED Test were required to demonstrate readiness by passing the Official GED Practice Tests administered by the classroom instructor. Nine (9) HCDC students took the GED Test in 2013. Of these, all but one student successfully earned a high school diploma by examination at the Ordinance Road Correctional Center.

• Project LEEP (Lifeskills Education Employment Program)

The objective of Project LEEP (Life skills Education Employment Program) is to provide participating inmates the necessary tools to seek and gain employment upon their release from the Detention Center.



Irene Murphy

During each six week course, inmates learn to identify what skills and qualifications they already possess, organize personal information and references, complete a job application, use a computer to complete a resume and cover letter, and practice interviewing techniques. Many hours are spent with our "Job Coach," practicing "mock" interviews, during which inmates learn how to explain reasons for their convictions in an honest but least damaging way. Most inmates express that this provides them with a realistic way to address their situation openly and honestly, perhaps for the first time in their lives. It gives them the confidence they need to seek and obtain legal employment as well as useful tools to explain their criminal records.

During each session, students participate in activities to identify what skills (life and work related) and qualifications they already possess. Each student completes employability assessment testing. With the assistance of two job coaches, much time is spent in helping students verbalize honestly and in a non-damaging way why they had been incarcerated and why they would be an asset to any employer upon their release.

All students who complete a LEEP six-week course receive certificates of completion, congratulations from the Director and staff, and a packet of referral materials to aid them with their job search and/or continuing education.

Classes met for five half days each week for

six-week sessions, offering 70 hours of instruction each. A total of 101 students enrolled. Of those enrolled, one (1) was transferred to another correctional facility, fourteen (14) left due to disciplinary reasons, fourteen (14) were released, four (4) quit the program, and 68 successfully completed the six-week program.

Besides the students who graduated from the LEEP Program, many students, though leaving before that graduation day, still completed a professional resume and attained various degrees of interviewing and computer skills.

The LEEP Program, which began in September 1998 under the Byrne Grant, has been so successful that when the grant concluded in October 2001, the program received continued funding from Howard County Government. The LEEP Program continues to enjoy a successful partnership between Howard County Detention Center and Howard Community College

Resource Center



Library

The Howard County Library, through a partnership with the Department of Corrections, provides a

Resource Center, one part-time professional librarian and one part-time customer service specialist providing four full days of services. Inmates are encouraged to avail themselves of the wide variety of materials offered, such as legal and other reference materials, books, newspapers, magazines and other periodicals. In 2013 the Resource Center circulated 10,687 items. Inmates generally have the opportunity to visit the Resource Center two times per week. The library procedure was

changed to reduce the numbers in each group, thus providing more one on one service for each inmate. An extra hour of law library per week was established in December 2013 for those needing extra time to prepare for their cases

Religious Services

Religious services for inmates are provided through volunteers and volunteer faith-based organizations.



Gerard Washington, Chaplain

Christian Jail Ministry (CJM), a non-profit religious organization, has provided spiritual and pastoral services for inmates at HCDC and their families since July 1979 as volunteers to the Detention Center. CJM programs at the Detention Center include various worship services, counter-addiction programs based upon the Celebrate Recovery model, religious education (Bible classes in English and Spanish, Christian videos, etc.) and Bible correspondence courses, pastoral counseling, individual discipleship training, personal help, and Christian literature (in English and Spanish). A board composed of local pastors, correctional officials, CJM volunteers, and local business leaders oversees CJM's ministry. Articles in the American Correctional Association's professional publication, *Corrections Today*, and the publication of the American Jail Association, *American Jails*, have described CJM's ministry as "a model jail program." The United Way and Howard County Volunteer Association previously honored CJM as the Volunteer Group of the Year. Financial and volunteer support for CJM comes from local churches, individuals, and businesses. CJM provides one full-time chaplain and a part-time chaplain in its ministry at the Detention Center. It also

utilizes the services of two local pastors, who serve as associate chaplains on a volunteer basis to minister at the Detention Center mainly in pastoral counseling and leading worship services.

Approximately 200 volunteers from several dozen area churches participated in Christian religious activities at the Detention Center during 2013 (making more than 1,400 volunteer visits to the Detention Center for ministry) and another several dozen volunteers were involved in supportive activities (such as grading inmate Bible correspondence course lessons) outside the Detention Center. A total of 5,092 Bible Correspondence Courses lessons were completed by inmates and graded by CJM volunteers. The number of unit completion certificates for those lessons awarded to inmates during the year was 671.

Muslim faith education and Juma Services are offered at the Detention Center through the volunteer services of the Dar Al-Taqwa congregation in Howard County. A consistent number of inmates have participated in the services as well as weekly education classes. The congregation also provides religious material and Qu'rans for the inmates.

Catholic services are offered weekly for the inmate population at the Detention Center, coordinated by volunteer Deacon Services operating under the auspices of St. Lawrence Parish in Jessup and involving volunteers from several area churches. In addition an outreach program from St. Matthews Church in Baltimore provides services to immigration detainees.

The following is a recapitulation of the religious activities carried on at the Howard County Detention Center during 2013:

- The total count of inmates attending the various religious activities was 15,037.
- Total hours contributed by religious chaplains and volunteers to the Detention Center was 6,159 hours.
- 69 individuals attended Detention Center

Orientations and Training Courses required of all volunteers.

- In addition, through CJM Christmas cards with matching envelopes were distributed to inmates for their use during the holiday season (2 cards were offered to each inmate.)
- The Christmas for Children program sponsored by CJM provided Christmas gifts for the inmate's children, under 16. There were a total of 152 children who received gifts. Oftentimes volunteers also provided gifts and other items for the families to meet apparent needs.
- Ramadan observance was made possible through an altered meal delivery for participants and special prayer observance. Prayer service was coordinated through the Dar Al-Taqwa congregation.
- A non-denominational leadership program for men was offered in 2013 through the Islamic Leadership.

Addictions Services Program

The Howard County Health Department offers a variety of treatment and education programs, targeting the needs of the inmate



*Joseph Wakhanala, Barry Page,
Barbara Ruark - Addictions Staff*

population of the Howard County Detention Center. Accomplishments in 2013 include the increase in the number of program participants despite having less staff. The total number of inmates in treatment was also increased in 2013 by 25%. The Substance Abuse Services Program has two funding sources; state and county. In order to be supervised under this program, the judges of the Howard County District and Circuit

Court sentence offenders to the program. The program also accepts voluntary participants who demonstrate a need and have also been recommended by administrative staff at the Howard County Detention Center. The Health Department also conducts court ordered evaluations (ex. 8-505), In-Depth Drug/Alcohol Evaluations per court order, and provides recommendations for treatment for the Howard County Circuit/District Courts and Drug Court participants who are sanctioned to the Howard County Detention Center to receive treatment services based on their need.

The Substance Abuse Services program has two phases. In Phase I, clients participate in intensive treatment services that last for a minimum of three months. The clients receive individual and group counseling and attend drug/alcohol education classes each week. Participants also attend institutional self-help meetings weekly. In Phase II, the emphasis is on relapse prevention, work release (if eligible) and continuation of care planning that can last an additional three months at minimum. Prior to release from the Howard County Detention Center, the inmates are referred to community providers for continued treatment based upon the level of care needed.

A total of 129 inmates participated in the substance abuse services program. Various studies indicate that a client who is released from incarceration with a job already in place has a 50% reduction in recidivism. Most are eligible for work release if they successfully comply with institutional rules and course curriculum content.

In addition to these formal programs referrals are provided to other inpatient drug rehabs when instructed by the Courts to do so. Any inmate can be seen per counselor request in order to discuss current status and be given recommendations for possible treatment. Resources and handouts on substance abuse services are available to all inmates in the Howard County Detention Center, and Acupuncture continues to be funded and offered as one of our weekly therapeutic groups through the Maryland University of

Integrative Health.

Bureau of Substance Abuse Services also offers a parenting skills group for substance abusers that consist of five sessions (two hours each session) called, "Guiding Good Choices". This group helps parents re-engage with their children, helps parents learn how to discuss their substance use with their children and also learn other appropriate parenting skills. A total of 33 men and women participated in the parenting skills group in 2013.

This year we piloted a new program, "Strengthening Families" in collaboration with the Detention Center staff, in which 4 inmates and their families participated. The Strengthening Families Program (Kumpfer & DeMarsh, 1989; Kumpfer, DeMarsh, & Child, 1989) is an evidence-based 14-week family skills training program designed for children with substance abusing parents. Multiple replications of SFP in randomized control trials with different ethnic groups by independent evaluators have found SFP to be an effective program in reducing multiple risk factors for later drug abuse, mental health problems, and delinquency by increasing family strengths, children's social competencies, and focusing on the improvement of parenting skills (Kumpfer, Alvarado, Smith, & Bellamy, 2002).

The staff under the Substance Abuse Services Program in 2013 consisted of Barrington Page, Program Administrator, (Mr. Page was Program Administrator from 1/1/13-8/1/13), Chris Collins (has been assigned Mr. Pages' duties effective 8/1/13), Barbara Ruark, Certified Addictions Counselor, and Joseph Wakhanala, Licensed Addictions Counselor. Our staff also participates in the weekly CMR (institutional review) hearings and Mental Health/Program Meetings conducted in the Detention Center. The staff additionally participates in the TJC (Transition From Jail to the Community) meetings and conference calls. All health department Addiction Counselors are Board Certified Drug Counselors.

• Maryland Community Criminal Justice Treatment Program



Genny LaPorte

The mission of MCCJTP is to reduce the recidivism of mentally ill inmates to detention and mental health institutions through improving linkages to community resources, supports and health services.

The MCCJTP mental health clinician establishes a therapeutic relationship with the inmate assessing their needs with special attention to the psychiatric issues contributing to their incarceration. As the inmate nears their release date, the mental health clinician develops a community reintegration plan that includes developing a support system of resources and services designed to enhance successful return to the community. Finally the mental health clinician partners with the ex-offender through their transition back to the community ensuring linkage to the designated supports while addressing any issues that could interfere with successful reintegration. A community collaboration offered this year that has been well received by inmates, is In Our Own voice presented by National Alliance of Mental Illness which provides speakers who share their stories about dealing with mental health and their success and recovery.

Other services the MCCJTP mental health clinician provides are; crisis intervention to inmates in the detention center, and working closely with medical staff, correctional officers, classification officers, the Health Department, detention center administration, CJM pastoral staff and other in-house treatment providers to ensure proper care of clients who engage in high risk behaviors. In addition, this program offers the correctional officers annual training on safe practices for

identifying and understanding the mentally ill population. Another featured topic of the training is teaching correctional officers the signs and symptoms of suicidal ideation and mental illness and managing these specific crisis and conditions for people recently incarcerated. Approximately one hundred and sixty correctional staff received the training this year.

Seventy -seven individuals with a primary diagnosis of a Serious and Persistent Mental Illness were served through the MCCJTP this past year. Seven hundred and Sixty-one hours of case management services were provided, along with six hundred and fifty- nine hours of individual therapy.

The continued greatest challenge for the MCCJTP mental health clinician is finding treatment and housing for individuals suffering from a mental illness and a co-occurring substance abuse problem. This dual diagnosis group, within the mentally ill population, uses illicit substances to cope and mask symptoms of mental illness; therefore, compounding their problems. These challenges complicate the community transition plan with fewer service providers able to provide assistance. Some programs that claim to serve persons with co-occurring disorders reject certain mental health diagnoses particularly ones that include psychosis. This dually diagnosed population has a higher frequency of re-offending resulting in a return admission to the Detention Center. The MCCJTP mental health clinician works closely with the Howard County Health Department Bureau of Addictions to properly serve each individual presenting with mental health and addictions concerns.

Despite the obstacles that are faced while serving this challenging population, the Maryland Community Criminal Justice Program, with the collaboration of the Howard County Detention Center Administration, Correctional staff and other programs such as Howard County Health

Department Addictions, is addressing the needs of the mental health population and improving each inmate's outcome of remaining psychiatrically stable upon return to the community.

• **Anger Management Program**

In July 2006, the Detention Center initiated a new program for men in Anger Management. This program was ended in 2013 and was replaced with the Thinking for a Change and a trauma program for men.

• **Mediation**

The Department partnered with the Mediation and Conflict Resolution Center (MCRC) at Howard Community College to conduct the "Going Home Smoothly" program. During 2013, MCRC staff presented orientation sessions to about 36 inmates who were within four months of release, and a small number of inmates followed up with individual mediation sessions to discuss family issues in a neutral setting. Some of the follow-up mediation sessions extended into the next year.

• **Financial Literacy Classes**

The Department, through use of grant funds and in partnership with the non-profit agency makingChange, Inc. presented a financial literacy program to assist inmates who are about to return to the community. There were 18 inmates who participated in the financial literacy program. The participants report that the program is beneficial.

• **I Can Lead Program**

In partnership with the Islamic Leadership Institute, the Department initiated the program in 2012. The program is a life skills and character development program open to inmates of all faiths. Courses include anger management, victim awareness, compassion family leadership, and educational and employment services. During 2013, one session of the program was offered with 11 men participating.

• **House of Healing**

Is a program for men and women at the Detention Center. The program uses the book "Houses of Healing" to facilitate the program. Houses of Healing offers guidance in stress management techniques and healthy, practical coping strategies. It addresses, in depth, the necessity of self-forgiveness and forgiveness of others. During 2013 there was one session of the program completed with seven women participating.

• **Safe Food Handling Training Certification**

Through use of grant funds and in partnership with Howard Community College "Serve Safe" food handling safety program was presented. The inmates received 16 hours of classroom training on safe food handling techniques. In 2013 there were 16 inmates who completed the program and 13 of these passed the certification test and received their certification from the National Restaurant Association. This certification is recognized nationally and thus provides the inmates with a strong tool for job hunting in the food-related industry.

• **Trauma Treatment Program for Women and Men**

During this report period a survivors group was started for men and for women. This was accomplished through the inmate health services contract. Sessions were held separately for both women and men. There were an average of six inmates per cycle and five cycles were offered. Some inmates were permitted to repeat the cycle. The program was well received.

Staff Recognition

Correctional Employee of the Year

Michael Barnes joined the Howard County Department of Corrections on April 3, 2006. He is currently assigned to the Administrative Captain where his duties include contractor supervision, urinalysis testing,



Officer Michael Barnes

property and supply management, inventory control and special sanitation project management. Also, Officer Barnes routinely volunteers to work overtime on the shifts when needed. Officer Barnes is a member of the Department's Honor Guard and Special Emergency Response Team. In 2010 Officer Barnes was certified by the Maryland Commission on Correctional Standards as a Duly Authorized Inspector (DAI). As a DAI he has greatly assisted the Department in the area of Standards compliance. Officer Barnes was also certified by the Maryland Police Training Commission as an Enhanced Fire Safety Officer in 2010.

During his seven (7) year career with the Department, Officer Barnes has been selected as Employee of the Month on four (4) occasions and nominated numerous other times. Officer Barnes has many talents and skills, but his "can do" attitude separates him as an outstanding member of the Department. This combination of talent, skill and attitude were exemplified as the Department prepared for its MCCS audit in December 2012. Officer Barnes worked more 12 plus hour days than 8 hour days during the ramp up to the audit. He always volunteered to do whatever was needed and maintained a positive attitude that became contagious. He has also volunteered to assist in weather related emergencies driving staff to and from work. He encouraged others to work together to accomplish the mission at hand and to do the job to the best of their ability.

Civilian Employee of the Year

Pamela Sorensen has been employed with the Howard County Department of Corrections since March 5, 2007. She is currently the classification and work release supervisor for the Department. Prior to her career with Howard County, Ms.



Pamela Sorensen

Sorensen was employed with the State of Maryland's Division of Correction for thirty years. She served as the Facility Administrator at the Central Maryland Correctional Facility prior to her retirement.

Ms. Sorensen's extensive correctional knowledge has made her an invaluable asset to the Department. She was originally hired as the work release supervisor and willingly assumed the additional role of classification supervisor in 2010. Ms. Sorensen has assisted in the drafting of work release and classification policy, extensively trained her staff in these areas and improved operations through her knowledge and leadership.

Ms. Sorensen was also key in several new initiatives within the Department. She assisted with the start-up of work details for County Highways and Recreation and Parks Departments. She was also part of a team that organized minimum security inmates and court-ordered community service participants to collect trash and recyclable material for the county's annual Wine in the Woods Festival. Use of inmate labor for this event saved the County \$13,000.00 for cleanup costs. Additionally the team (including Pam) that organized this project received an award (Green Award) from the County for the volume of recyclable material collected. Ms. Sorensen also provides assistance to the Howard County Community Service Program by performing criminal

Correctional Employee of the Month

record checks on participants in the program. She also conducts annual audits of the Community Service Program.

Lastly, Ms. Sorensen has been an integral member of the Department's core work team for the Transition from Jail to Community (TJC) Grant. The Department was one of six jurisdictions in the United States selected by the National Institute of Corrections to participate. The grant will explore best correctional practices in risk assessment, evidence based programming and strategic collaboration among partners to reduce the reoffending of those who return to the community. Ms. Sorensen's work on the core team has allowed the grant project to quickly move forward.



January

Officer Kenyeta
Small



February

Corporal Felecia
McInnis



March

Corporal
Willard Roy



April

Captain Prince
Asempa

Correctional Employee of the Month



May

Officer Stacy
Spivey-Graham



September

Corporal
Willard Roy



June

Niccole Branch



October

Officer Arthur
Lewis



July

Officer Mornique
Tynes



November

Officer
Alton Barr



August

Sergeant Jack
Willis, Corporal
Bernard
Freeman, Officer
Paul Coombs



December

Officer
James Locke

Staff Community Service

Throughout 2013, Department staff volunteered their time and efforts participating in several charitable events.

- Howard County Sheriff's Department Golf Tournament to benefit Special Olympics
- Polar Bear Plunge to benefit Special Olympics
- Law Enforcement Torch Run to benefit Special Olympics
- United Way of Central Maryland
- American Cancer Society's Relay for Life
- Night Shift's Head Start Christmas Basket Program

Service Awards

The County's Awards Program was held on September 27, 2103 in the Ten Oaks Ballroom. The following employees received service awards:

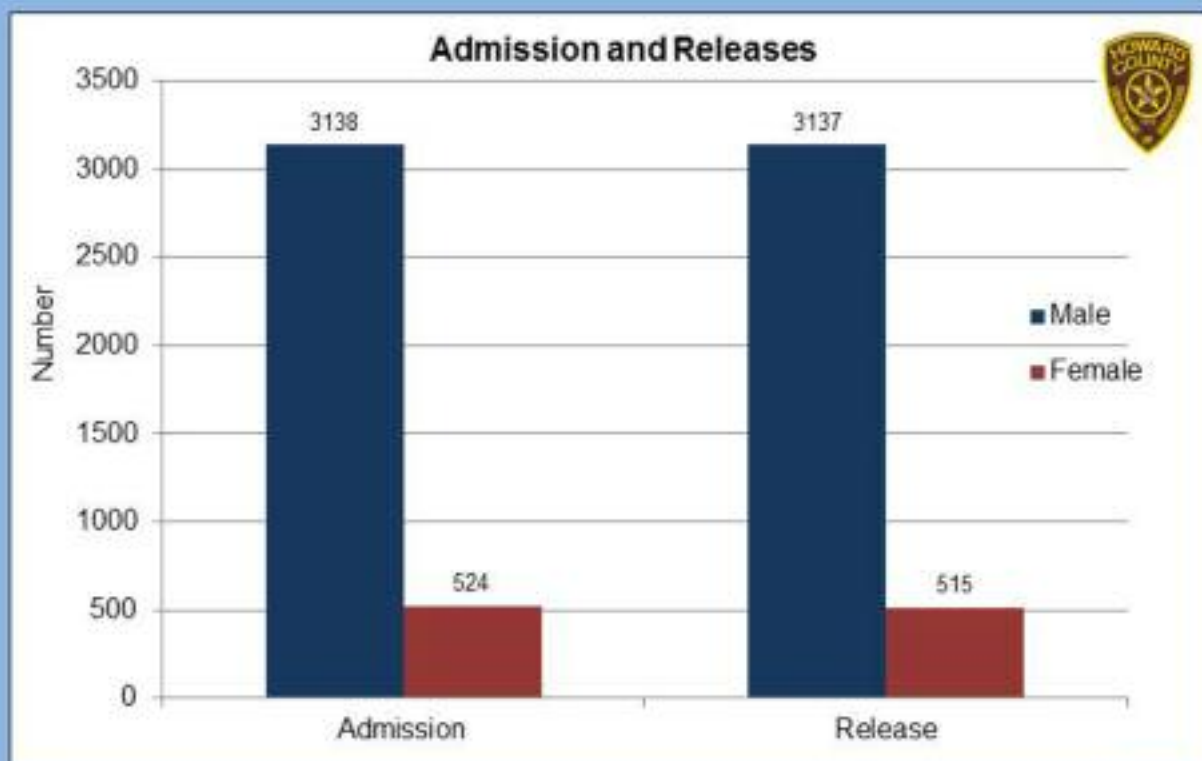
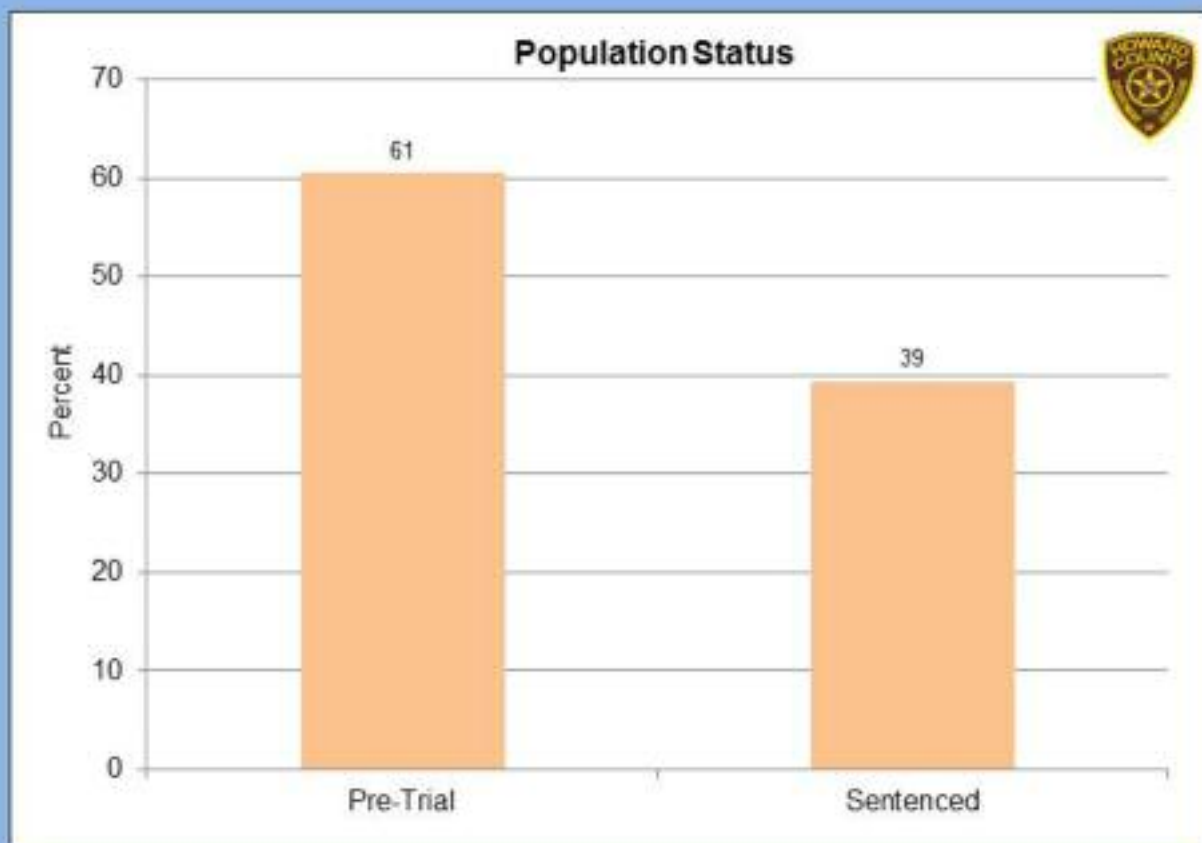
Doretha Bailey	10 years
Colliver, Mary	10 years
Hensel Crosier	10 years
LaJuan Deadwyler	10 years
Jack Kavanagh	10 years
Tangela Mayo	10 years
Franco Repici	10 years
Rosa Savage	10 years
Janet Smith	10 years
Linda Hundertmark	15 years
Jack Willis	15 years
Nicolas Cook	20 years
Louise Martin	25 years

Perfect Attendance

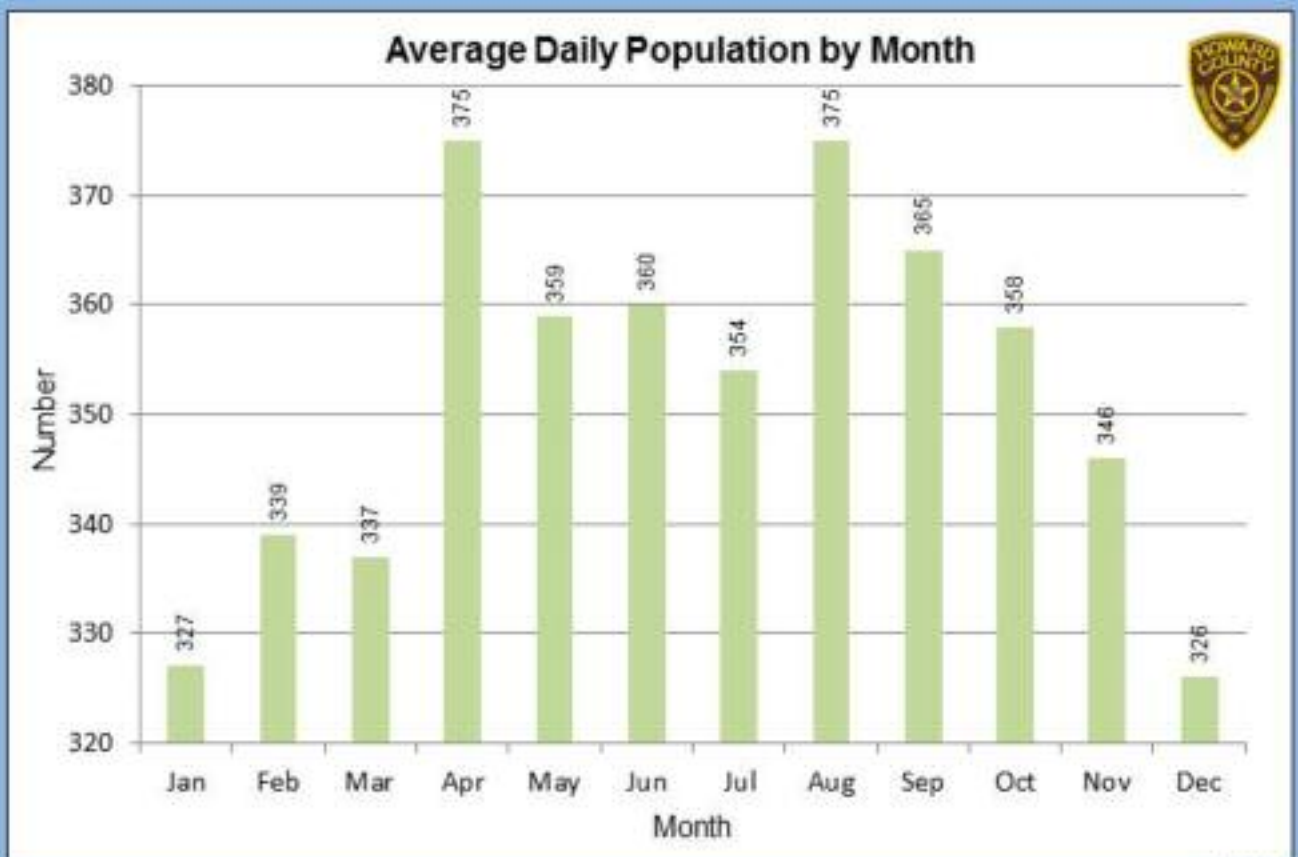
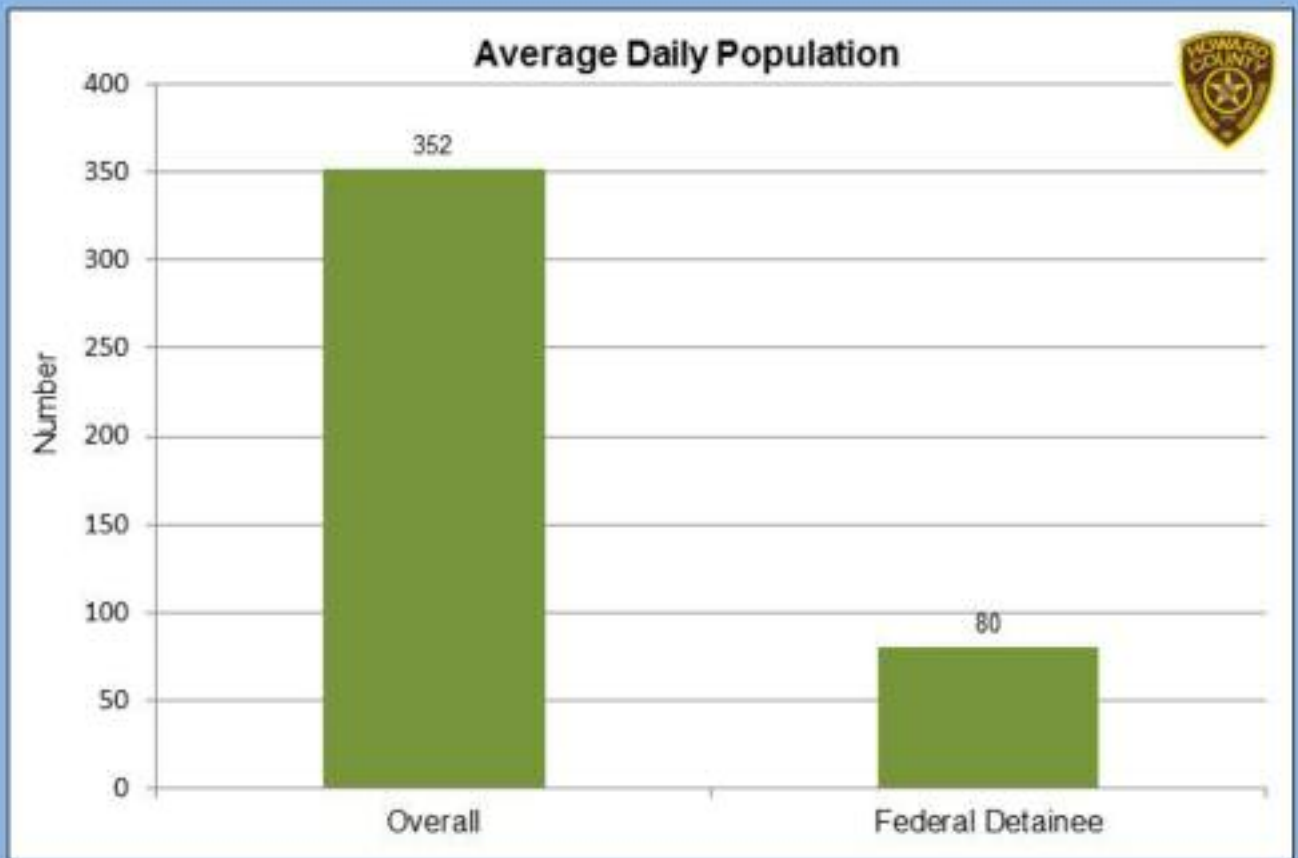
Adi Adi	Prince Asempa
Kevin Brown	Nathan Bunch
Stephanie Burnside	Paul Coombs
Kim Drennon	Stephen Durojaiye
Crystalyn Gaddy	Agnes Greene
Elizabeth Jenkins	Jack Kavanagh
Sameer Khan	Andre McInnis
Dave Metz	Edward Scott
Gail Sessoms	Renea Somerville
Tyrone Triplin	Perry Young

Retirements

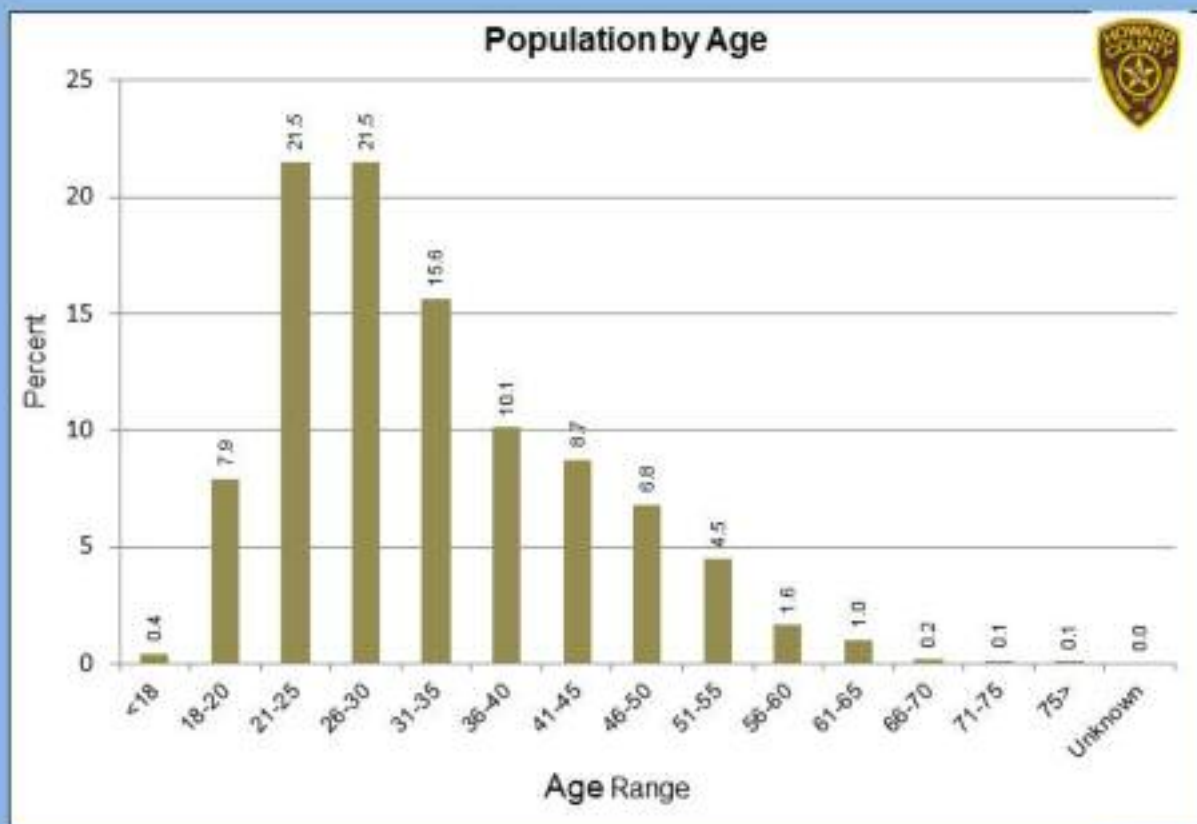
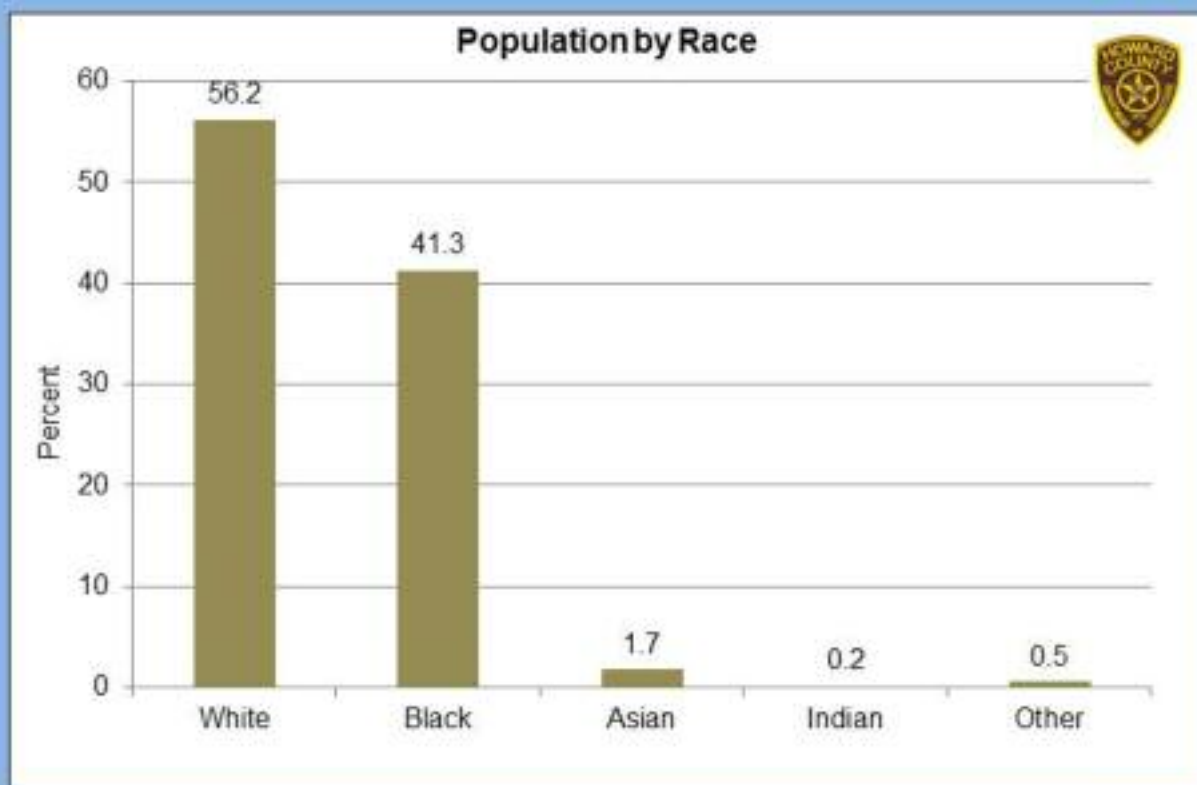
- Captain Donald Armes
- Debra Brown
- Officer Beverly Feidler
- Mark McNeill



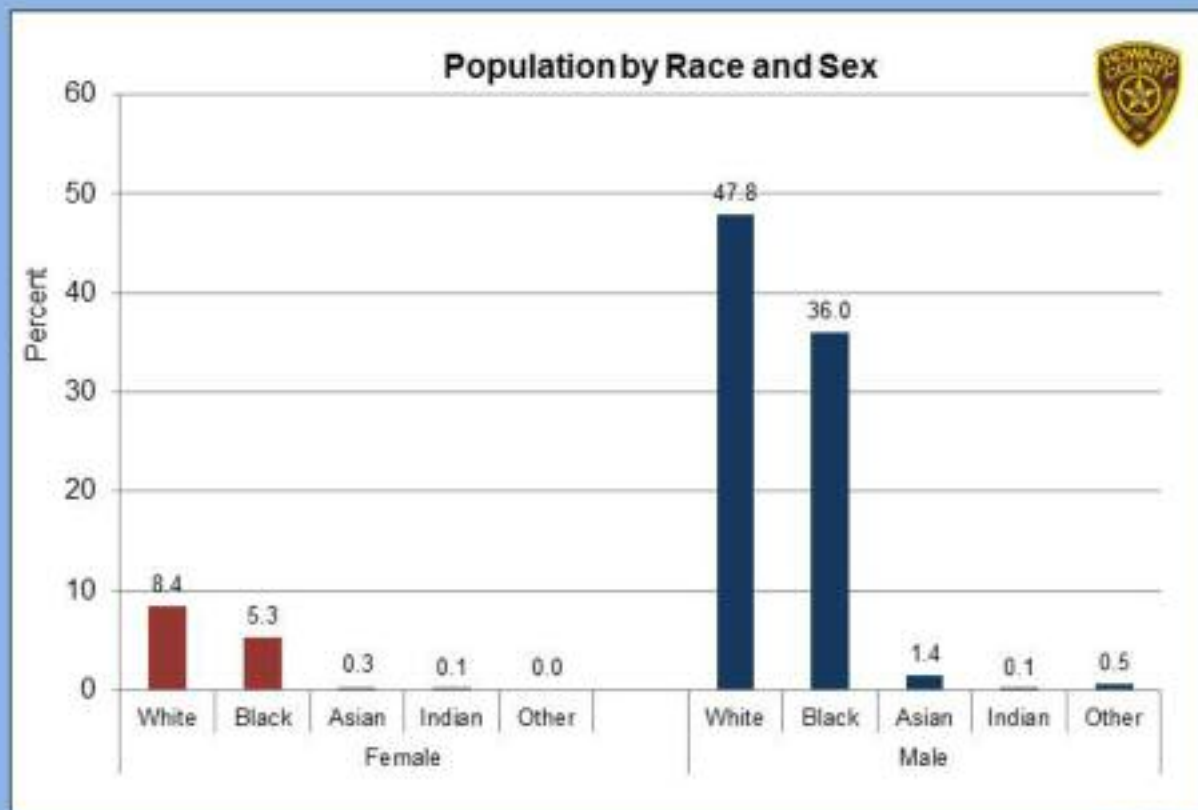
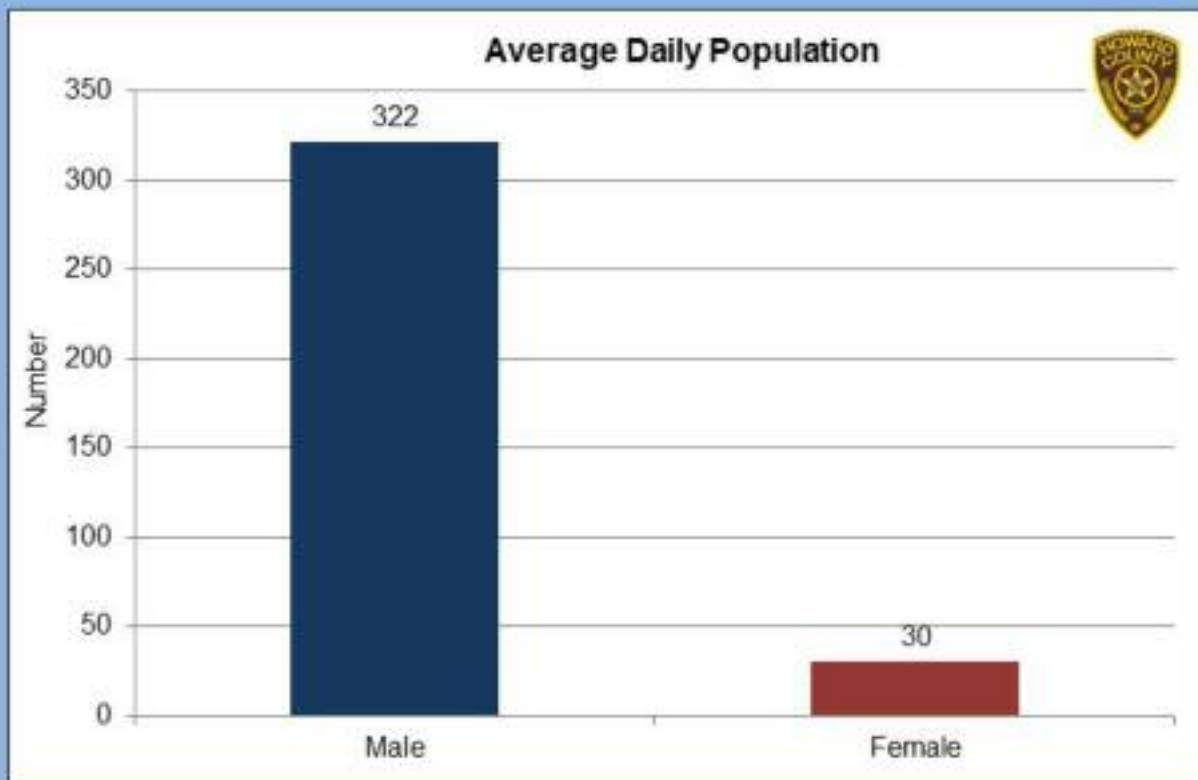
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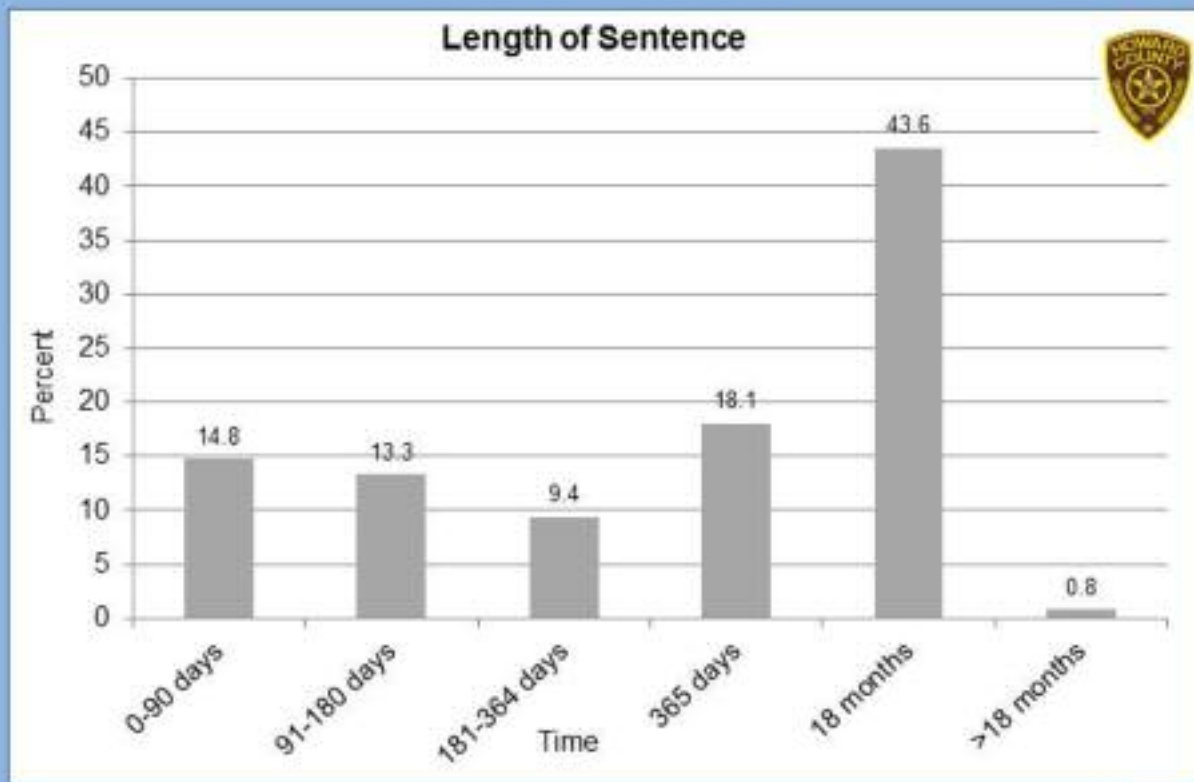
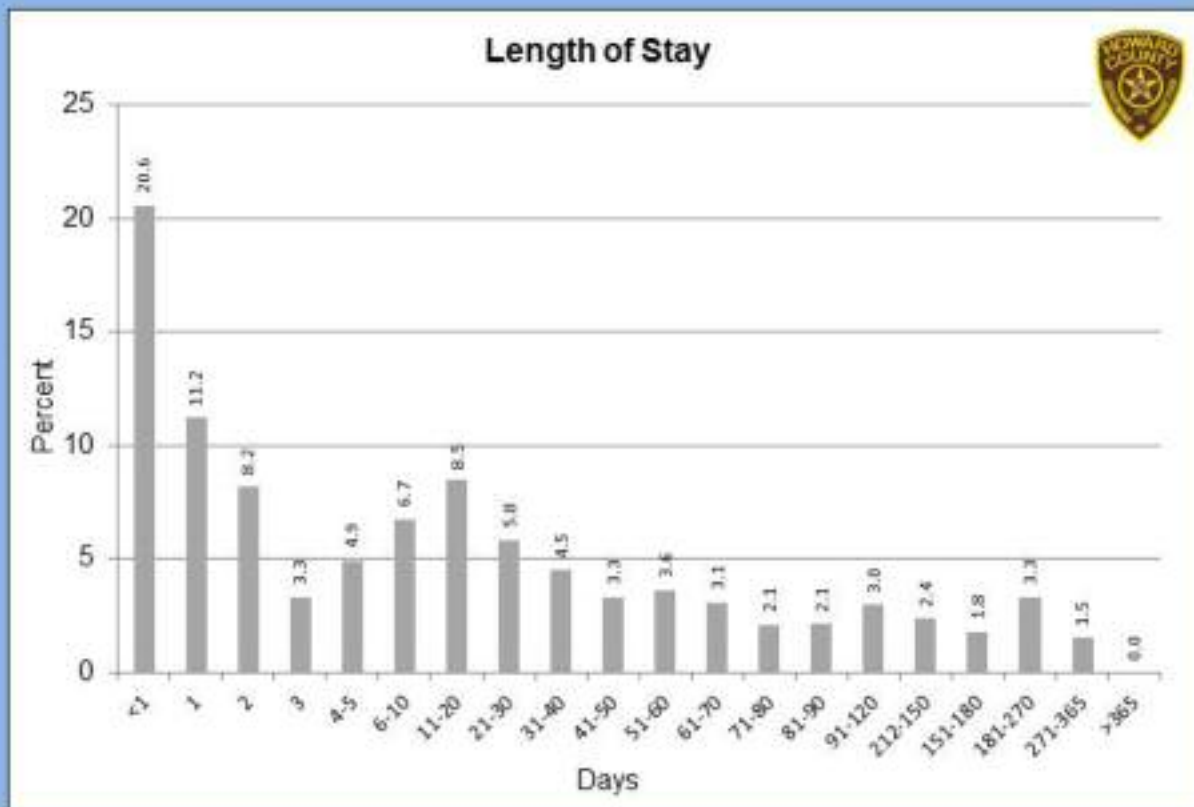
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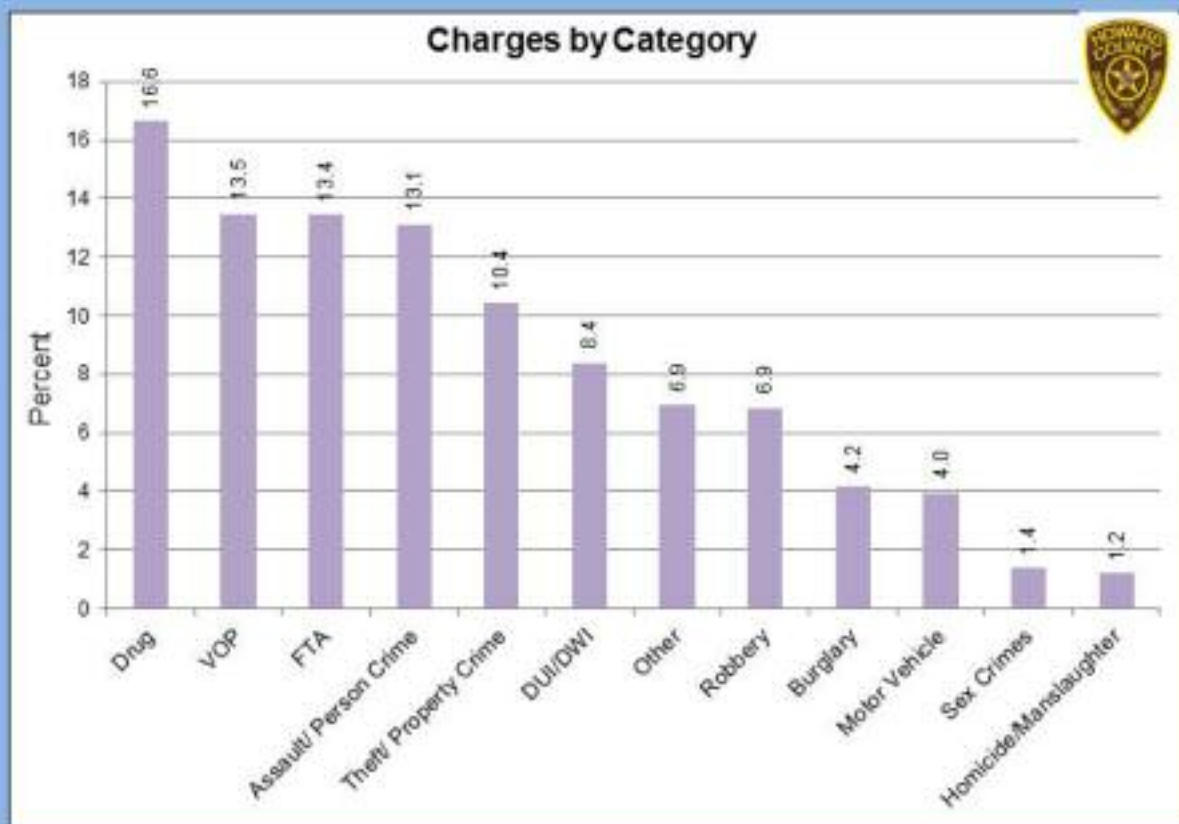
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**One Team
One Mission**



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